

Attachment 4 - Customer Confirmation Letter

MEMORANDUM FOR (Use only the addressee(s) that apply)
DIRECTOR, ACCOUNTING SERVICES
DIRECTOR, ACCOUNTING SERVICES, AIR FORCE
DIRECTOR, ACCOUNTING SERVICES, ARMY
DIRECTOR, ACCOUNTING SERVICES, DEFENSE
AGENCIES
DIRECTOR, ACCOUNTING SERVICES, MARINE CORPS
DIRECTOR, ACCOUNTING SERVICES, NAVY

SUBJECT: **[Entity's]** Confirmation of the Financial Statements for the Period Ended
XXXX, 20XX (Month, Day, Year)

This letter accompanies, and is an integral part of, the **[entity's] final audited/unaudited** financial statements and note schedules for the period ended **XXXX, 20XX**.

I have personally reviewed the **audited/unaudited** financial statements and notes for **[entity]**. Jointly, with our service provider, **[entity]** completed the associated checklists for all financial statements and notes. The review revealed no material errors or omissions. I **[concur/do not concur]** that the information that **[entity]** submitted to the **[Director of the Accounting Services Network]** is accurately reflected in the financial statements and note schedules.

(The following paragraph should be included if the Entity does not concur in the above paragraph. Identify all material errors and omissions that prevent concurrence.)

[Entity] does not concur because the following items are materially misstated and cannot be corrected because:

- a.
- b.

My point of contact is **[name]**, who can be contacted at **[phone number]** or by electronic mail at **[e-mail address]**.

cc: OIG, DoD

[Signed]